

KwaZulu-Natal: Department of Education and Development Bank of Southern Africa



Annexure 1

Legal compliance assessment

Proudly prepared by

EMPOWERisk Management Services (Pty) Ltd



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Occupational health, -safety and environment: Risk assessment checklist

(Based on the Construction Regulations of the Occupational Health and Safety Act)

* Denotes items applicable to both construction sites, contractor plant and storage yards

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1. Administrative and Legal Requirements

OHSACT Section or Regulation	Subject	Requirements	Yes/No
Construction Regulation 3	Application for construction permit	Should the project qualifies to trigger this requirement - <ul style="list-style-type: none"> • Application for permit lodged; • Copy of construction permit in the OHS file; and • Is the site specific permit number conspicuously displayed at the main 	

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OHSACT Section or Regulation	Subject	Requirements	Yes/No
		entrance.	
Construction Regulation 4	Notice of carrying out Construction work	For construction projects where no permit is required - <ul style="list-style-type: none"> Was the Department of Employment and Labour notified; and Is a copy of notice available on site. 	
General Admin. Regulation 4	Copy of OHSACT	Updated copy of the OHSACT and Regulations on site. Readily available for perusal by all employees.	
COID Act Section 80 and Construction Regulation 5(1)(j)	Registration with Compensation Commissioner or other approved compensation insurer	Written proof of registration/Letter of good standing available on site.	
Construction Regulation 4 and 5(1)	OHS specification, plans and program	OHS spec received from KwaZulu-Natal: Department of Education and Development Bank of Southern Africa. OHS plan developed. OHS program implemented. Plans and program updated regularly.	
Section 8(2)(d) Construction Regulation 9	Hazard identification and risk assessment	Competent risk assessor appointed in writing Proof of risk assessor's competence available on site Risk assessment and –plan drawn up and updated. Baseline risk assessment undertaken prior to commencement of construction work. Copy of baseline risk assessment available on site. Continued risk assessments undertaken and recorded. Copies of ongoing risk assessments available on site. Employees and sub-contractors informed and trained by a competent person in the risk assessment before work commences and an ongoing basis thereafter. Health and safety committee or employee representatives consulted on the monitoring and review of the risk assessments.	
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OHSACT assigned to other person/s by CEO.	
Construction Regulation 8(1)	Designation of person ultimately responsible for occupational health and safety on site	Competent person appointed in writing as construction manager.	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
Construction Regulation 8(2)	Designation of assistant construction manager	Competent person appointed in writing as assistant construction manager.	
Construction Regulation 8(7)	Designation of person responsible for ensuring occupational health and safety compliance	Competent person appointed in writing as construction supervisor.	
Construction Regulation 8(8)	Designation of assistant for responsible person	Competent person(s) appointed in writing as assistant construction supervisors.	
Construction Regulations 8(5)	Health and safety officer	Competent and duly registered person appointed. Proof of health and safety officer's competency on site. Health and safety officer duly registered with SACPCMP as Construction Health and Safety Officer (CHSO) Reports prepared and submitted to the client/contractor(s)?	
Section 17 & 18 and General Administrative Regulations 6 and 7	Election and designation of occupational health and safety representatives	More than 20 employees - one representative and one additional representative for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified. Meaningful reports. Reports actioned by management.	
Section 19 and 20 and General Administrative Regulations 5	Occupational health and safety committee/s	Committee/s established. Members appointed in writing. Meetings held monthly. Minutes kept. Actioned by management.	
Section 37(1) and (2)	Agreement with mandataries, contractors and sub-contractors	Written agreement with contractors and sub-contractors. Updated list of contractors and sub-contractors displayed. Proof of Registration with Compensation Commissioner or Compensation Insurer as well as Letter of Good Standing. Construction Supervisor designated. Written arrangements regarding representatives and committee. Written arrangements regarding first-aid.	
Construction Regulation 7(1)(c) and 7(2)(a)	Management of sub-contractors	Has the principal contractor – <ul style="list-style-type: none"> provided all sub-contractors with relevant sections of the client's OHS specification formally evaluated and approved all sub-contractors' OHS plans. ensured that the sub-contractors appointed made sufficient provision 	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
		for the costs to be incurred to implement and maintain their OHS plan.	
Construction Regulation 7(1)(g)	Medical certificates of fitness	Are medical certificates of fitness (issued by an occupational health practitioners) specific to the construction work performed available for all employees on site	
Section 24 and General Administrative Regulation 8 COLD Act Section 38, 39 and 41	Reporting incidents (Department of Employment and Labour)	Incident reporting procedure displayed. All incidents in terms of section 24 reported to the Provincial Director, Department of Employment and Labour, within 3 days (Annexure 1 and/or WCL 1 or 2). Cases of occupational disease reported. Copies of reports available on site. Record of first-aid injuries kept.	
General Administrative Regulation 9	Investigation and recording of incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of reports (Annexure 1) available on site. Tabled at committee meeting. Action taken by site management.	
Construction Regulation 10	Fall protection	Competent person appointed to draw up and supervise the fall protection plan. Proof of appointees' competence available on site. Risk assessment carried out for work at heights. Fall protection plan drawn up and updated. Plan available on site.	
Construction Regulation 10(5)	Roof work	Competent person appointed to plan and supervise roof work. Proof of appointees' competence available on site. Risk assessment carried out. Roof work plan drawn up and updated. Roof work inspect before each shift and inspection register kept. Employees medically examined for physical and psychological fitness and written proof on site.	
Construction Regulation 12	Temporary works	Competent person appointed in writing as temporary works designer to inspect and approved any erected temporary works before use. Proof of appointees' competence available on site. Competent person appointed in writing as temporary works supervisor. Proof of appointees' competence available on site.	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
		<p>Risk assessment carried out for work on temporary works structures.</p> <p>Temporary works drawings approved by temporary works designer and available on site.</p> <p>Other relevant documentation that includes construction sequence and method statements available on site.</p> <p>Competent person(s) appointed in writing to:</p> <ul style="list-style-type: none"> • erect, move or dismantle temporary works structures; and • examine and check all temporary works structures before being used; <p>Written proof of competence of above appointees.</p> <p>Temporary work structures are inspected:</p> <ul style="list-style-type: none"> • before, during and after the placement of concrete; • after inclement weather; • after a load was imposed; • daily whilst in place; and • before stripping or dismantling and inspection register kept. <p>Inspection registers kept.</p> <p>Fall protection plan drawn up and updated.</p> <p>Plan available on site.</p>	
Construction Regulation 16	Scaffolding	<p>Competent persons appointed in writing to:</p> <ul style="list-style-type: none"> • erect scaffolding (scaffold erector/s); • act as scaffold team leaders; and • inspect scaffolding weekly and after inclement weather (scaffold inspector/s). <p>Written proof of competence of above appointees.</p> <p>Appointees available on site.</p> <p>Copy of SANS 10085 available on site.</p> <p>Risk assessment carried out.</p> <p>Inspected weekly and/or after bad weather. Inspection register/s kept.</p>	
Construction Regulation 17	Suspended platforms	<p>Competent persons appointed in writing to:</p> <ul style="list-style-type: none"> • control the erection of suspended platforms; • act as suspended platform team leaders; and • inspect suspended scaffolding weekly and after inclement weather. <p>Risk assessment conducted.</p> <p>Certificate of authorisation issued by a registered professional engineer</p>	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
		<p>available on site and copy forwarded to the Department of Employment and Labour.</p> <p>The following inspections of the whole installation carried out by a competent person</p> <ul style="list-style-type: none"> • after erection and before use; • daily prior to use; and • inspection register kept. <p>The following tests to be conducted by a competent person:</p> <ul style="list-style-type: none"> • load test of whole installation and working parts every 12 months; and • hoisting ropes, hooks and load attaching devices quarterly; and • tests log book kept. <p>Employees working on suspended platforms should be medically examined for physical and psychological fitness. Written proof available.</p>	
Construction Regulation 13	Excavations	<p>Competent person/s appointed in writing to supervise and inspect excavation work.</p> <p>Written proof of competence of above appointee/s available on site.</p> <p>Risk assessment carried out.</p> <p>Excavations inspected:</p> <ul style="list-style-type: none"> • before every shift; • after any blasting; • after an unexpected fall of ground; • after any substantial damage to the shoring; and • after rain. <p>Inspections register kept.</p> <p>Method statement developed where explosives will be and/or are used.</p>	
Construction Regulation 14	Demolition work	<p>Competent person/s appointed in writing to supervise and control demolition work.</p> <p>Written proof of competence of above appointee/s available on site.</p> <p>Risk assessment carried out.</p> <p>Engineering survey and method statement available on site.</p> <p>Inspections to prevent premature collapse carried out by competent person before each shift.</p> <p>Inspection register kept.</p>	
Construction Regulation 19	Materials hoist	<p>Competent person appointed in writing to inspect the material hoist.</p> <p>Written proof of competence of above appointee available on site.</p> <p>Materials hoist to be inspected weekly by a competent person.</p> <p>Inspection register kept.</p>	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
Construction Regulation 26	Water environments (including caissons and cofferdams)	Competent person appointed in writing to supervise, control and inspect work on or over water and the construction, installation, and dismantling of caissons and/or cofferdams. Written proof of competence of above appointee available on site. Risk assessment carried by a competent person on a daily basis. Inspection register kept.	
Construction Regulation 21	Explosive actuated fastening devices	Competent person appointed to control the issue of the Explosive actuated fastening devices and cartridges as well as the service, maintenance and cleaning. Register kept of above. Empty cartridge cases, nails and fixing bolts returns recorded. Cleaned daily after use.	
Construction Regulation 20	Bulk mixing plant	Competent person appointed to control the operation of the bulk mixing plant as well as the service, maintenance and cleaning of this plant. Register kept of above. Risk assessment carried out. Bulk mixing plant to be inspected weekly by a competent person and inspections register kept.	
Construction Regulation 15 and Mine Health and Safety Act	Tunnelling	Complying with Mines Health and Safety Act (29 of 1996). Risk Assessment carried out.	
Construction Regulation 22 Driven Machinery Regulations 18 and 19	Cranes and lifting machines equipment	Competent person appointed in writing to inspect cranes, lifting machines and equipment. Written proof of competence of above appointee available on site. Cranes and lifting tackle identified and numbered. Register kept for lifting tackle. Logbook kept for each individual crane. Inspection: <ul style="list-style-type: none"> • All cranes: Daily by operator. • Tower cranes: After erection and thereafter 6 monthly. • Other cranes: Annually by competent person. • Lifting tackle (slings, ropes, chain slings etcetera): Three monthly. 	
Construction Regulation 24 Electrical Machinery Regulations 9 and 10 Electrical Installation Regulations	Inspection and maintenance of electrical installation and equipment (including portable	Competent person appointed in writing to inspect/test the installation and equipment. Written proof of competence of above appointee available on site. Inspections:	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
	electrical tools)	<ul style="list-style-type: none"> Electrical installation and equipment inspected after installation, alterations and quarterly thereafter. Inspection registers kept. Portable electric tools and -lights and extension leads identified/numbered. <p>Monthly visual inspection by user, issuer or storeman. Register kept.</p>	
Diving Regulations	Diving operations	<p>Competent person appointed in writing to supervise diving operations and ensure maintenance, statutory inspection and testing by an approved inspection authority of equipment used. Written proof of competence of above appointee available on site.</p> <p>Proof of registration of all divers present on site available.</p> <p>Risk assessment carried out.</p> <p>Diving manual produced and available on site.</p> <p>Record of voice communications kept.</p> <p>Diving operations record kept.</p> <p>Each diver keeps a personal logbook and entries countersigned by the diving supervisor.</p> <p>Decompression tables available on site.</p> <p>Records of any decompression illness kept.</p> <p>Certificate of manufacture of any compression chamber or diving bell in use available on site.</p>	
Construction Regulation 28 General Safety Regulation 8(1)(a)	Designation of stacking and storage supervisor	<p>Competent persons with specific knowledge and experience designated to supervise all stacking and storage.</p> <p>Written proof of competence of above appointee available on site.</p>	
Construction Regulation 29 Environmental Regulation 9	Designation of a person to coordinate emergency planning and fire protection	<p>Person/s with specific knowledge and experience designated to coordinate emergency contingency planning and execution and fire prevention measures.</p> <p>Emergency evacuation plan:</p> <ul style="list-style-type: none"> Developed and available on site; Drilled and practiced; and Records of drills and practices available on site. <p>Fire risk assessment carried out.</p> <p>All fire extinguishing equipment:</p> <ul style="list-style-type: none"> Identified and on register; Inspected monthly and inspection registers kept; Replaced after use; and Serviced annually. 	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
General Safety Regulation 3	First-aid	Every workplace provided with sufficient number of first-aid boxes (required where 5 persons or more are employed). First-aid boxes freely available. Content of boxes as per the minimum requirements of the OHSACT. One qualified first-aider appointed for every 50 employees (required where more than 10 persons are employed). List of First-aiders and competency certificates available on site. Name and contact details of person in charge of first-aid box clearly displayed. Location of first-aid boxes clearly demarcated. Signs instructing employees to report all injuries and/or illness including first-aid injuries.	
General Safety Regulation 2	Personal protective equipment (PPE)	PPE risk assessment carried out. Items of PPE prescribed and use enforced. Records of issue kept. Undertaking by employee to use and/or wear PPE.	
General Safety Regulation 9	Inspection and use of welding and/or flame cutting equipment	Competent person/s with specific knowledge and experience designated to inspect electric arc, gas welding and flame cutting equipment. Written proof of competence of above appointee available on site. Equipment identified/numbered and entered into a register. Equipment inspected monthly. Inspection register kept.	
Regulations for Hazardous Chemical Agents (HCA) Construction Regulation 25	Control of storage and usage of HCA and other flammables	Competent person/s with specific knowledge and experience designated to control the storage and usage of HCS (including flammables). Written proof of competence of above appointee available on site. Risk assessment carried out. Register of HCS kept and/or used on site. Safety data sheets (SDS) available for all HCA use. Are the SDS GHS (UN Globally Harmonized System) compliant. Employees trained in the safe use of HCA. A set of instructions/procedures developed how to deal (i.e. treat and clean) with any spillage of a HCA to minimise the impact on employees and other persons' health. The classification of any HCA that	

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OHSACT Section or Regulation	Subject	Requirements	Yes/No
		<p>employees may be exposed determined before use.</p> <p>Any pipework used to supply HCA duly labelled (by means of a sign or any other suitable manner), either on the pipe or in close proximity.</p> <p>Containers used for the storage of HCAs duly labelled, i.e. –</p> <ul style="list-style-type: none"> • Name and number of the manufacturer or importer • Pictogram (labelling) as prescribed by the GHS • First-aid treatment for accidental exposure • Expiry date 	
Pressure Equipment Regulations	Pressure vessel (PV)	<p>Competent Person/s with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections and testing of PVs.</p> <p>Written proof of competence of above appointee available on site.</p> <p>Risk assessment carried out.</p> <p>Certificates of manufacture available on site.</p> <p>Register of PVs on site.</p> <p>Inspections and testing by approved inspection authority (AIA):</p> <ul style="list-style-type: none"> • after installation, re-erection or repairs; • every 36 months; and • register or log kept of inspections, tests, modifications and repair on site. 	
Construction Regulation 23	Construction vehicles and earth moving equipment	<p>Operators or drivers appointed to:</p> <ul style="list-style-type: none"> • Carry out a daily inspection prior to use; and • Drive the vehicle or plant that he/she is competent to drive or operate. <p>Written proof of competence of above appointee available on site.</p> <p>Record of daily inspections kept on site.</p> <p>Medical assessments.</p>	
General Safety Regulation 13A	Inspection of Ladders	<p>Competent person appointed in writing to inspect ladders.</p> <p>Ladders inspected at arrival on site and monthly thereafter.</p> <p>Inspections register kept on site.</p>	
General Safety Regulation 13B	Ramps	<p>Competent person appointed in writing to supervise the erection and inspection of ramps.</p> <p>Inspection register kept on site.</p>	

OHSACT Section or Regulation	Subject	Requirements	Yes/No
Government Notices No R. 479, R. 480 and R. 1031	COVID-19	<p>COVID-ready Workplace Plan developed.</p> <p>COVID-ready Workplace Plan approved by client.</p> <p>COVID-19 compliance officer appointed.</p> <p>COVID-19 risk assessment undertaken and maintained.</p> <p>Access control at the gate.</p> <p>Screen employees and visitors by asking them to complete a health questionnaire before visiting the workplace.</p> <p>Screening process include thermal testing and recording of results.</p> <p>COVID-19 induction awareness and education of employees and visitors.</p> <p>Sanitisers with min 70% alcohol and stations readily available.</p> <p>Hand washing facilities readily available.</p> <p>Recordkeeping.</p> <p>Social distancing implemented, maintained and enforced.</p> <p>Appropriate PPE provided and used.</p> <p>Cleanliness of site and ablutions.</p> <p>Isolation area provided and maintained.</p> <p>Ventilation of offices.</p> <p>Social distancing maintained during meetings.</p> <p>Waste management – dedicated hazardous chemicals bins available and waste disposed of accordingly.</p> <p>Traveling to site and support if infection identified.</p> <p>Staggered entry/exit/lunch.</p> <p>Return to work after infection protocol available.</p> <p>COVID-19 statutory reporting and administrative measures –</p> <ul style="list-style-type: none"> Is reporting undertaken to the Department of Health as required by Regulation 4(2) of Government Notice No R. 1031? Was record of the COVID-19 risk assessment together with a written policy concerning the protection of the health and safety of employees from COVID-19 been submitted to the Department of Employment and Labour as required by Regulation 4(1)(a) of Government Notice No R. 1031? 	
Hazardous Substances Act (No 15 of 1973) Government Gazette No R.247	Troxler device	<p>Competent person appointed as radiation protection officer (RPO)</p> <p>Competent person appointed as assistant radiation protection officer (assistant RPO)</p>	

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OHSACT Section or Regulation	Subject	Requirements	Yes/No
		<p>Troxler device locked whilst inside the assigned storage area</p> <p>Troxler device locked in separate compartment whilst traveling on site</p> <p>Logbook for issuing and return</p> <p>Proof of annual leak test records available</p> <p>Proof of annual calibration tests and records available.</p> <p>Key control in place for locking facilities.</p> <p>Warning signs at assigned storage area.</p> <p>Warning signs on the vehicles used for transporting the Troxler device.</p> <p>Warning signs posted in area where Troxler device is utilised</p> <p>Proof readily available that a Form RN787 [i.e. Application for authority to acquire, possess, use, convey and/or distribute radioactive nuclides in terms of Section 3A of the Hazardous Substances Act (No 15 of 1973)] was prepared and submitted in respect to the Troxler device and activities utilised on this project</p>	

2. Education, training and promotion

Subject	Requirement	Yes/No
*Occupational Health and Safety Policy as per OHSACT Section 7(1)	<p>Policy signed by CEO and published and communicated to employees.</p> <p>Policy displayed on employee notice boards.</p> <p>Management and employees committed.</p>	
*Company and site health and safety rules as per OHSACT Section 13(a)	<p>Rules published.</p> <p>Rules displayed on employee notice boards.</p> <p>Rules issued and explained to employees with written proof hereof.</p> <p>Follow-up to ensure employees understand and adhere to the rules.</p>	
*Induction and task safety training as per OHSACT Section 13(a)	<p>All new employees receive health and safety induction training.</p> <p>Training includes task safety instructions.</p> <p>Employees acknowledge receipt of training.</p> <p>Follow-up to ensure employees understand and adhere to instructions.</p>	
*General health and safety training as per OHSACT Section 13(a)	<p>All employees receive basic health and safety training.</p> <p>Written proof kept.</p> <p>Operators of plant and equipment receive specialised training.</p> <p>Follow-up to ensure employees understand and adhere to instructions.</p>	
*Occupational health and safety promotion	<p>Incident experience board indicating among others -</p> <ul style="list-style-type: none"> • Number of hours worked without an injury; and • Number of days worked without an injury. <p>Safety grading - Board kept up to date.</p> <p>Relevant safety posters displayed and changed regularly.</p>	

Subject	Requirement	Yes/No
	Employee notice board for health and safety notices. Site health and safety competitions. Company health and safety competition. Participation in regional health and safety competitions. Suggestion scheme.	

3. Public safety, security measures and emergency preparedness

Subject	Requirement	Yes/No
*Notices and signs	Notices and signs at entrances along perimeters indicating “No unauthorised entry” and “Entry at own risk” . Notices and signs at entrance instructing visitors and non-employees what to do, where to go and where to report on entering the site or yard with directional signs for example “Visitors to report to office” . Notices and signs posted to warn of overhead work and other hazardous activities for example General Warning Signs .	
Site safeguarding	Nets, canopies, stills, fans etcetera to protect members of the public passing and/or entering the site.	
*Security measures	Access control measures and register in operation. Security patrols after hours and weekends. Sufficient lighting after dark. Guard has access to telephone or other means of emergency communication.	
*Emergency preparedness	Emergency contact numbers displayed near telephone. Emergency evacuation instructions posted up on all notice boards (including employees' notice boards). Emergency contingency plan available on site or in yard. Doors open outwards and unobstructed. Emergency alarm audible all over (including in toilets).	
*Emergency drill and evacuation	Adequate number of employees trained to use fire equipment. Emergency evacuation plan available, displayed and practiced. (See Section 1 for designation and register).	

4. Personal protective equipment (PPE)

Subject	Requirement	Yes/No
*PPE needs analysis	Need for PPE identified and prescribed in writing.	
*Head protection	It is compulsory for all persons on site to wear safety helmets including sub-contractors and visitors (where prescribed).	
*Foot protection	All persons on site have to wear safety footwear including gumboots for concrete or wet work and non-slip shoes for roof work.	
*Eye and face protection	Eye and face protection (such as goggles, face shields, welding helmets) to be used when operating the following: <ul style="list-style-type: none"> • Jack or kango hammers; • Angle or bench grinders; • Electric drills (overhead work into concrete, cement and bricks); • Explosive actuated fastening devices; • Concrete vibrators or pokers; • Hammers and chisels; 	

Subject	Requirement	Yes/No
	<ul style="list-style-type: none"> • Cutting or welding torches; • Arc welding equipment; • Skill or bench saws; and • Spray-painting equipment etcetera. 	
*Hearing protection	<p>Hearing Protectors (such as muffs, plugs) used when operating the following:</p> <ul style="list-style-type: none"> • Jack or kango hammers; • Explosive actuated fastening devices; and • Wood or aluminium working machines such as saws, planers, routers. 	
*Hand protection	<p>Protective gloves to be worn by employees handling or using:</p> <ul style="list-style-type: none"> • Cement, bricks, steel or chemicals; • Welding equipment; • Hammers and chisels; and • Jack or kango hammers etcetera. 	
*Respiratory protection	<p>Suitable and efficient respirators to be worn correctly by employees handling or using:</p> <ul style="list-style-type: none"> • Dry cement; • Dusty areas; • Hazardous chemicals; • Angle grinders; and • Spray-painting etcetera. 	
*Fall Prevention Equipment	<p>Suitable fall arrest equipment correctly used by persons working on or in unguarded, elevated positions such as:</p> <ul style="list-style-type: none"> • Scaffolding; • Riggers; • Lift shafts; • Edge work; and • Ring beam edges etcetera. <p>Other applicable methods of fall prevention should also be applied such as catch nets.</p>	
*Protective clothing	All jobs requiring protective clothing (such as overalls, rain wear, welding aprons etcetera) to be identified and clothing worn.	
*PPE issue and control	<p>Identified equipment to be issued free of charge.</p> <p>All PPE should be maintained in good condition (i.e. regular checks).</p> <p>Workers instructed in the proper use and maintenance of PPE.</p> <p>Commitment obtained from wearer accepting conditions and to wear the PPE.</p> <p>Record of PPE issued kept on file.</p>	

5. Housekeeping

Subject	Requirement	Yes/No
*Scrap removal system	<p>All items of scrap, unusable off cuts, rubble and redundant material removed from working areas on a regular basis.</p> <p>Scrap and/or waste removal from heights by chute, hoist or crane (i.e. nothing thrown or swept over sides).</p> <p>Scrap disposed of in designated containers or areas.</p> <p>Removal from site or yard on a regular basis.</p>	

Subject	Requirement	Yes/No
Stacking and storage (See Section 1 for designation and register)	<p>Stacking:</p> <ul style="list-style-type: none"> Stable; On firm level surface or base; Not leaning and/or collapsing; Irregular shapes bonded; Not exceeding 3 times the base; Stacks accessible; and Removal from top only. <p>Storage:</p> <ul style="list-style-type: none"> Adequate storage areas provided; Functional for example demarcated storage areas, racks, bins etcetera; Special areas identified and demarcated for example flammable gas, cement etcetera: Neat, safe, stable and square; Store and storage areas clear of superfluous material; Storage behind sheds etcetera should be neat and under control; and Storage areas free from weeds, litter etcetera. 	
*Waste control or reclamation	<p>Re-usable off cuts and other re-useable material removed daily and kept to a minimum in the work areas.</p> <p>All re-useable materials neatly stacked or stored in designated areas (i.e. nails removed or bent over in re-useable timber).</p> <p>Issue of hardware, nails, screws and cartridges etcetera should be controlled and return of unused items monitored.</p>	
Sub-contractors	Sub-contractors required to comply with the site or yard's housekeeping requirements.	

6. Working at heights (including roof work)

Subject	Requirement	Yes/No
Openings	Unprotected openings adequately guarded, fenced and barricaded with catch nets installed where necessary. Covers over openings in roof of robust construction and secured against displacement.	
General requirements	Roof work discontinued when bad or hazardous weather prevails. Fall protection measures (including warning notices) when working close to edges or on fragile roofing material.	

7. Scaffolding and temporary work

Subject	Requirement	Yes/No
Access and system scaffolding (See Section 1 for designation and register)	<p>Foundation firm and stable.</p> <p>Sufficient bracing.</p> <p>Tied to structure and secured from side or cross movement.</p> <p>Platform boards in good condition and secured.</p> <p>Sufficient platform boards to be used.</p> <p>Handrails and toe boards provided.</p> <p>Access ladders or stairs provided.</p>	

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Subject	Requirement	Yes/No
	Area/s under scaffolding tidy. Safe and unsafe for use signs to be used. Complying with OHSACT and SANS 10085.	
Free Standing Scaffolding	Foundation firm and stable. Sufficient bracing. Platform boards in good condition and secured. Sufficient platform boards to be used. Handrails and toe boards provided. Access ladders or stairs provided. Area/s under scaffolding tidy. Safe or unsafe for use signs to be used. Height and base ratio correct. Outriggers used and tied to structure where necessary. Complying with OHSACT and SANS 10085.	
*Mobile scaffolding	Foundation firm and stable. Sufficient bracing. Platform boards in good condition and secured. Sufficient platform boards to be used. Handrails and toe boards provided. Access ladders or stairs provided. Area/s under scaffolding tidy. Safe and unsafe for use signs to be used. Wheels and swivels in good condition Brakes working and applied. Height to base ratio correct. Outriggers used where necessary. Complying with OHSACT and SANS 10085.	
Suspended scaffolding	Outriggers securely supported and anchored. Correct number of steel wire ropes used. Platform as close as possible to the structure. Handrails on all sides. All winches, ropes, cables and brakes inspected regularly. Inspection registers kept on site. Scaffolding complies with OHSACT. Winches maintained by competent person.	
Temporary works	All components in good condition. Foundation firm and stable. Adequate bracing and stability ensured. Good workmanship, uprights straight and plum. Good cantilever construction. Safe access provided. Areas under support work tidy. Same standards as for system scaffolding.	
Special scaffolding	Special scaffolding for example cantilever, jib and truss-out scaffolds erected to an acceptable standard and inspected by specialists. Inspection registers to be kept on site.	
Edges and openings	Edges barricaded to acceptable standards. Manhole openings covered and/or barricaded. Openings in floor and other openings covered, barricaded or fenced. Stairs provided with handrails. Lift shafts barricaded or fenced off.	

8. Ladders

Subject	Requirement	Yes/No
*Physical condition, use and storage (See Section 1 for designation and register)	Stepladders – hinges, stays, braces and stiles in order. Extension ladders – ropes, rungs, stiles, safety latch and hook in order. Extension or straight ladders secured or tied at the bottom or top. No joined ladders used. All ladders stored on hooks or racks and not on ground. Ladders protrude 900 mm above landings, platforms or roof. Fixed ladders higher than 5 m have cages or fall arrest system.	

9. Electrical safeguarding

Subject	Requirement	Yes/No
*Electrical distribution boards and earth leakage	Colour coded, numbered and symbolic sign displayed. Area in front kept clear and unobstructed. Fitted with inside cover plate, openings blanked off and no exposed “live” conductors or terminals. Door kept close. Switches and/or circuit breakers identified. Earth leakage protection unit fitted and operating. Tested with instrument - test results within 15 – 30 milli-amps. Aperture openings provided for the plugging in and removal of extension leads without the need to open the door.	
*Electrical installations and wiring	Temporary wiring or extension leads in good condition with no bare or exposed wires. Earthing continuity and polarity correct: “Brown is live, Blue is neutral, Green and Yellow earth the lot” Cables protected from mechanical damage and moisture. Correct loading observed for example no heating appliance used from lighting circuit etcetera. Light fittings and lamps protected from mechanical damage/moisture.	
*Physical condition of electrical appliances and tools	Electrical Equipment and Tools (includes all items plugging in to a 15 Amp supply socket): <ul style="list-style-type: none"> • Insulation and casing in good condition. • Earth wire connected or intact where not of double insulated design. • Double insulation mark where no earth wire. • Cord in good condition/no bare wires/secured to machine & plug. • Plug in good condition, connected correctly and correct polarity. 	

10. Emergency, fire prevention and protection

Subject	Requirement	Yes/No
*Fire extinguishing equipment (See Section 1 for designation)	Fire Risks Identified and on record. Fire Extinguishing Equipment available for: <ul style="list-style-type: none"> • Offices; 	

Subject	Requirement	Yes/No
and register)	<ul style="list-style-type: none"> General stores; Flammable store; Fuel storage tanks; Gas welding or cutting operations; and Where flammable substances are being used or applied. 	
*Maintenance	Fire equipment serviced minimum annually, but preferably 6 monthly.	
*Location & Signs	Fire Extinguishing Equipment: <ul style="list-style-type: none"> Clearly visible; Unobstructed; and Sign posted including “No Smoking” and “No Naked Lights” where required i.e. (flammable store, gas store, fuel tanks etc.). 	
* Storage issue and control of flammables (incl. gas cylinders)	Storage area provided for flammables with suitable doors, ventilation, bund etcetera. Flammable store neat and tidy with no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied. Only sufficient quantities issued for one day's use. Special gas cylinder store or storage area. Gas cylinders stored, used and transported upright and secured in trolley, cradle or structure that is well ventilated. Types of gas cylinders identified and stored separately. Full cylinders stored separately from empty cylinders.	
*Storage, issue and control of hazardous chemical agents (HCA) (See Section 1 for designation and register)	HCA storage principles applied i.e. products segregated. Provision made for leakage and spillage containment. Emergency (serviceable) showers and eye wash facilities provided. HCA under lock and key as well as controlled by designated person. Decanted or issued in containers with information and warning labels. Disposal of unwanted HCA by recognised disposal agent.	

11. Excavations and demolition

Subject	Requirement	Yes/No
Excavations deeper than 1.5 m. (See Section 1 for designation and register)	Shored or braced to prevent caving or falling in. Provided with an access ladder. Excavations guarded, barricaded or lighted after dark in public areas. Soil dumped at least 1 m away from edge of excavation. On sloping ground soil dumped on lower side of excavation.	

12. Tools

Subject	Requirement	Yes/No
*Hand tools	Shovels, Spades and Picks: <ul style="list-style-type: none"> Handles free from cracks and splinters; Handles fit securely; and Working end sharp and true. 	

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Subject	Requirement	Yes/No
	<p>Hammers:</p> <ul style="list-style-type: none"> • Good quality handles, no pipe or reinforcing steel handles; • Handles free from cracks and splinters; and • Handles fit securely. <p>Chisels:</p> <ul style="list-style-type: none"> • No mushroomed heads or heads chamfered; • Not hardened; and • Cutting edge sharp and square. <p>Saws:</p> <ul style="list-style-type: none"> • Teeth sharp and set correctly; and • Correct saw used for the job. 	
*Explosive actuated fastening devices (See Section 1 for designation and register)	<p>Only used by trained and authorised personnel.</p> <p>Prescribed warning signs placed or displayed where tool is in use.</p> <p>Inspected at least monthly by competent person and results recorded in on site register.</p> <p>Issue and return recorded including cartridges or nails and unused cartridges, nails, empty shells recorded.</p> <p>Cleaned daily after use in on site register.</p>	

13. Cranes

Subject	Requirement	Yes/No
Tower crane (See Section 1 for designation and register)	<p>Only operated by trained authorised operator with valid certificate of training.</p> <p>Certificate available on site.</p> <p>Structure - no visible defects.</p> <p>Electrical installation good and safe.</p> <p>Crane hook - throat pop marked, safety latch fitted and functional.</p> <p>SWL/MML displayed.</p> <p>Limit switches fitted and operational.</p> <p>Access ladder fitted with backrests or fall arrest system installed.</p> <p>Lifting tackle in good condition and inspection colour coding current.</p>	
*Mobile crane (See Section 1 for designation and register)	<p>Only operated by trained authorised operator with valid certificate of training.</p> <p>Certificate available on site.</p> <p>Rear view mirrors and windscreen visibility good.</p> <p>Windscreen wipers operating effectively.</p> <p>Indicators operational.</p> <p>Hooter working.</p> <p>Tyres safe with sufficient tread and pressure visibly sufficient.</p> <p>No missing wheel nuts.</p> <p>Headlights, taillights operational.</p> <p>Grease nipples and grease on all joints.</p> <p>No visible oil leaks.</p> <p>Hydraulic pipes visibly sound with no leaks.</p> <p>No undue corrosion on battery terminals.</p> <p>Boom visibly in good condition with no apparent damage.</p> <p>Cable and sheaves greased with no visible damage, split wires or corrosion.</p> <p>Brakes working properly.</p> <p>Crane hook - throat pop marked, safety latch fitted and</p>	

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Subject	Requirement	Yes/No
	functional. SWL/MML displayed. By-pass valves operational. Deflection chart displayed and visible to operator or driver. Outriggers functional used.	
*Gantry crane	Only operated by trained authorised persons. Correct slinging techniques used. Recognised displayed on chart signals used. Log book kept up to date. Prescribed inspections conducted on crane and lifting tackle. “Crane overhead” signage, where applicable. Crane hook - throat pop marked, safety latch fitted and functional. SWL/MML displayed and load limiting switches fitted and operational.	

14. Builder’s hoist

Subject	Requirement	Yes/No
Builder’s hoist (See Section 1 for designation and register)	<p>“Hoist in operation” - sign displayed.</p> <p>General construction strong and free from latent defects.</p> <p>Tower:</p> <ul style="list-style-type: none"> • Adequately secured and braced. • At least 900 mm available for over travel. • Barricaded at least 2 100 mm high at ground level and floors. • Landing place provided with gate at least 1 800 high. <p>Platform:</p> <ul style="list-style-type: none"> • No persons conveyed on platform. • Steel wire ropes with breaking strain of six times maximum weight. • Signal systems used. • Goods prevented from moving/falling off. • Effective brake capable of holding maximum weight. 	

15. Transport and materials handling equipment

Subject	Requirement	Yes/No
*Site vehicles	<p>All site vehicles, dumpers, bobcats, loaders etcetera checked daily before used by driver or operator.</p> <p>Inventory of vehicles used/operated on site.</p> <p>Inspection by means of a checklist and results recorded.</p> <p>No persons riding on equipment not designed for passengers.</p> <p>Site speed limit posted and not exceeded.</p> <p>Drivers and operators trained and licensed.</p> <p>Licenses available on site.</p> <p>No unauthorised persons allowed to drive or operate equipment.</p>	
Conveyors	<p>Conveyor belt nip points and drive guarded.</p> <p>Emergency stop and lever brake fitted, clearly marked and accessible.</p>	

16. Site plant and machinery

Subject	Requirement	Yes/No
Brick cutting machine	Operator trained and only authorised persons use the machine. Emergency stop switch clearly marked and accessible. Area around the machine dry and slip or trip free as well as clear of off cuts. All moving drive parts guarded. Electrical supply cable protected. Operator using correct PPE i.e. eye, face, hearing, foot, hands and body.	
*Electric arc welder	Welder trained. Only authorised and trained persons use welder. Adequately earthed. Electrode holder in good condition and safe. Cables, clamps, lugs and connectors in good condition. Area in which welding machine is used is dry and protected from wet. Welder using correct PPE i.e. eye, face, foot, body and respiratory. Screens and warning signs placed.	
*Woodworking machines	Operator's trained and only authorised persons use machines. Provided with guards and guards used. Operators using correct PPE i.e. eye, face, foot and hearing.	
*Compressors	Relief valves set, locked and sealed. Maximum safe working pressure (MSWP) indicated on face of pressure gauge face and not on glass cover. All drives adequately guarded. Receiver and lines drained daily. Hoses good condition and clamped, not wired.	
Concrete mixer and bulk mixing plant	Top platform provided with guardrails. Dust abatement methods in use. Operators using correct PPE i.e. eye, hands and respiratory. All moving drive parts guarded. Emergency stops identified, indicated and accessible. Area kept clean, dry and free from tripping and slipping hazards. Banksman identified and crane signals displayed and used.	
*Gas welding and flame cutting equipment	Only authorised and trained persons use the equipment. Torches and gauges in good condition. Flashback arrestors fitted at cylinders and gauges. Hoses in good condition, correct type and all connections with clamps. Cylinders stored, used and transported in upright position, secured in trolley or cradle. Fire prevention control methods applied. Hot work permits.	

17. Plant and storage yard or site workshop specifics

Subject	Requirement	Yes/No
OHSACT, Section 8(2)(1) General Machinery Regulation 2(1) Supervision of the use and maintenance of machinery	Persons with specific knowledge and experience designated to supervise the use and maintenance of machinery. Critical items of machinery identified, numbered and placed on register or inventory. Inspection or maintenance schedules for abovementioned.	

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Subject	Requirement	Yes/No
	Inspections or maintenance carried out to above schedules. Results recorded.	
General Machinery Regulation 9(2) Notices regarding operation of machinery	Schedule D notice posted in work areas.	
Pressure Equipment Regulations Supervision of the use and maintenance of pressure equipment such as pressure vessels (PV)	Persons with specific knowledge and experience designated to Supervise the use and maintenance of PVs. PVs identified, numbered and placed on register. Manufacturers plate intact. Inspection or maintenance schedules for abovementioned. Inspections or maintenance carried out to above schedules. Results recorded and test certificates available.	
Lock-out procedure	Lock-out procedure in operation.	
Ergonomics	Ergonomics survey conducted. Results on record. Survey results applied.	
Demarcation and colour coding	Demarcation principles applied. All services, pipes, electrical installation, stop-start controls, emergency controls etcetera colour coded to own published or SABS standard. Employees trained to identify colour coding.	
Portable and bench grinders	Area around grinder clear and trip/slip free. Bench grinders mounted securely and grinder generally in good condition. No excessive vibration. On and off switch or button clearly demarcated and accessible. Adequate guards in place. Tool rest – secure, square and maximum 2 mm gap. Stone or disk - correct type and size, mounted correctly and dressed. Use of eye protection enforced.	
Ancillary lifting equipment	Chain blocks, tirlors, jacks and mobile gantries etcetera identified and numbered on register. Chains in good condition and links no excessive wear. Lifting hooks – throat pop marked and safety latch fitted. SWL/MML marked or displayed.	
Presses, guillotines and shears	Only operated by trained and authorised persons. PPE used by operators Interlocks or lockouts fitted.	

18. Workplace environment, health and hygiene

Subject	Requirement	Yes/No
*Lighting	Adequate lighting in places where work is being executed for example stairwells and basements or after sunset. Light fittings placed and installed causing no irritating or blinding glare.	
*Ventilation	Adequate ventilation, extraction and exhausting in hazardous areas for example where chemicals and adhesives are stored, welding takes place and where petrol or diesel motors are running in confined spaces or basements.	
*Noise	Tasks identified where noise exceeds 85 dBa. All reasonable steps taken to reduce noise levels at the source.	

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Subject	Requirement	Yes/No
	Hearing protection used where noise levels could not be reduced to below 85 dBa.	
*Heat stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30 (see Environmental Regulation 4). Cold drinking water readily available when extreme temperatures are experienced.	
*Ablution facilities	Sufficient toilets provided for men and women separately i.e. 1 per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites). Toilet paper available. Sufficient showers provided for men and women separately. Facilities for washing hands provided. Soap available for washing hands. Means of drying hands available. Changing facilities or area provided for men and women separately. Ablution facilities hygienic and clean.	
*Eating and cooking facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area. Refuse bins with lids provided. Facilities clean and hygienic.	
*Pollution of environment	Measures in place to minimize dust generation. Accumulation of empty cement pockets, plastic wrapping or bags, packing materials etcetera prevented. Spillage or discarding of oil, chemicals and dieseline into storm water and other drains prevented.	
*Hazardous chemical agents (See Section 1 for designation and register)	All substances identified and list available e.g. acids, flammables, poisons etc. Safety Data Sheets (SDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely.	

Name of person who have undertaken the assessment

Signature

Date

Received by

Designation

Date

Tabled at health and safety committee
